

CONTRACT #8
RFS # N/A
UT Tracking No. 98005

University of Tennessee
Extension Institute of
Agriculture

VENDOR:
Cadre5, LLC



THE UNIVERSITY of TENNESSEE

Vice President for Administration and Finance

711 Andy Holt Tower
Knoxville, TN 37996-0174
Phone: (865) 974-2243
Fax: (865) 974-1324

January 4, 2007

RECEIVED

JAN 04 2007

FISCAL REVIEW

Mr. Jim White
Executive Director
Fiscal Review Committee
320 Sixth Avenue, North - 8th Floor
Nashville, TN 37243-0057

Dear Mr. White:

The University of Tennessee is presenting for the committee's review an amendment to a contract with Cadre5, LLC for the design and development of a planning, evaluation, and reporting system for UT Extension. This highly integrated, web-based system collects information used to develop annual employee work plans, provides an electronic process for documenting activities undertaken to achieve the stated goals, creates employee profiles and training records, maintains 4-H participant information, and provides data needed to develop regulatory reports.

The university issued a Request for Proposals on January 21, 2005 with Cadre5, LLC being the successful vendor. The initial contract period was May 16, 2005 through May 15, 2006. This contract was first amended on October 25, 2005 and again on June 20, 2006. At the time these amendments processed, we believed amendments to a bid contract did not require the committee's review and therefore were not brought before the committee for consideration. The amendment currently before the committee for consideration extends the time needed to complete the project from January 31, 2007 to December 31, 2007 but does not increase the project's cost. The total cost of this project, including all amendments, is \$594,662.

Please let me know if you need any additional information.

Sincerely,

Sylvia Shannon Davis
Vice President for Administration and Finance

c: John D. Petersen
Jack Britt
Herb Byrd
Leni Chick
Joe DiPietro
Tim Fawver
Anthony Haynes
Gary Rogers

CONTRACT SUMMARY SHEET

021406

| | | | |
|--|--|---|--|
| RFS # | | Contract # | |
| | | 98005 | |
| State Agency | | State Agency Division | |
| University of Tennessee Extension | | THEC | |
| Contractor Name | | Contractor ID # (FEIN or SSN) | |
| Cadre5, LLC | | <input type="checkbox"/> C- or <input type="checkbox"/> V- Federal ID# 62-1794528 | |
| Service Description | | | |
| Design and develop custom Extension Reporting System Software. | | | |
| Contract BEGIN Date | Contract END Date | Subrecipient or Vendor? | CFDA # |
| 16-May-05 | 31-Dec-07 | Vendor | |
| Mark Each TRUE Statement | | | |
| <input type="checkbox"/> Contractor is on STARS | | <input type="checkbox"/> Contractor's Form W-9 is on file in Accounts | |
| Allotment Code | Cost Center | Object Code | Fund |
| n/a | E12-0420 | n/a | n/a |
| Funding Grant Code | Funding Subgrant Code | | |
| n/a | n/a | | |
| FY | State | Federal | Interdepartmental |
| 2005 | \$ 12,701.25 | | |
| 2006 | \$ 362,061.45 | | |
| 2007 | \$ 219,899.30 | | |
| | | | |
| | | | |
| | | | |
| TOTAL | \$ 594,662.00 | \$ - | \$ - |
| | | | \$ 594,662.00 |
| COMPLETE FOR AMENDMENTS ONLY | | | |
| FY | Base Contract & Prior Amendments | THIS Amendment ONLY | State Agency Fiscal Contact & Telephone # |
| 2005 | \$ 12,701.25 | | Ms. Sylvia Shannon Davis 865-974-2243 |
| 2006 | \$ 362,061.45 | | State Agency Budget Officer Approval |
| 2007 | \$ 219,899.30 | | Ms. Sylvia Shannon Davis 865-974-2243 |
| | | | |
| | | | |
| | | | |
| TOTAL | \$ 594,662.00 | \$ 594,662.00 | |
| End Date | 1/31/2007 | 12/31/2007 | |
| Contractor Ownership (complete only for base contracts with contract # prefix FA or GR) | | | |
| <input type="checkbox"/> African American | <input type="checkbox"/> Person w/ Disability | <input type="checkbox"/> Hispanic | <input type="checkbox"/> Small Business |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Female | <input type="checkbox"/> Native American | <input type="checkbox"/> NOT disadvantaged |
| <input type="checkbox"/> OTHER minority/disadvantaged— | | | |
| Contractor Selection Method (complete for ALL base contracts— N/A to amendments or delegated authorities) | | | |
| <input checked="" type="checkbox"/> RFP | <input type="checkbox"/> Competitive Negotiation | <input type="checkbox"/> Alternative Competitive Method | |
| <input type="checkbox"/> Non-Competitive Negotiation | <input type="checkbox"/> Negotiation w/ Government(eg, ID, GG, GU) | <input type="checkbox"/> Other | |
| Procurement Process Summary (complete for Alternative Method, Competitive Negotiation, Non-Competitive Negotiation, OR Other) | | | |
| n/a | | | |

REQUEST: NON-COMPETITIVE AMENDMENT

APPROVED

 University of Tennessee System Office Approval
 Date:
EACH REQUEST ITEM BELOW MUST BE DETAILED OR ADDRESSED AS REQUIRED.

| | | |
|--|---|--|
| 1) UT Tracking Number | 98005 | |
| 2) Campus/Institute Name: | University of Tennessee Extension Institute of Agriculture | |
| EXISTING CONTRACT INFORMATION | | |
| 3) Short Description : | Custom Extension Reporting System which integrates multiple databases into a single software to end repetitive data entry and streamline reporting duties. | |
| 4) Proposed Vendor : | Cadre5, LLC | |
| 5) Contract # | PO# 4500017950 / Contract tracking # 98005 | |
| 6) Contract Start Date : | 05/16/2005 | |
| 7) <u>Current</u> Contract End Date IF <u>all</u> Options to Extend the Contract are Exercised : | 01/31/2007 | |
| 8) <u>Current</u> Total Maximum Cost IF <u>all</u> Options to Extend the Contract are Exercised : | \$594,662.00 | |
| PROPOSED AMENDMENT INFORMATION | | |
| 9) <u>Proposed</u> Amendment # | 3 | |
| 10) <u>Proposed</u> Amendment Effective Date: | 01/31/2007 | |
| 11) <u>Proposed</u> Contract End Date IF <u>all</u> Options to Extend the Contract are Exercised : | 12/31/2007 | |
| 12) <u>Proposed</u> Total Maximum Cost IF <u>all</u> Options to Extend the Contract are Exercised : | \$594,662.00 | |
| 13) Approval Criteria : (select one) | <input checked="checked" type="checkbox"/> use of Non-Competitive Negotiation is in the best interest of the state <input type="checkbox"/> only one uniquely qualified service provider able to provide the service | |
| 14) Description of the Proposed Amendment Effects & Any Additional Service : | | |
| Extending the end time for this contract will allow the project software to be completed. This contract is extended at no additional cost to UT. | | |
| 15) Explanation of Need for the Proposed Amendment : | | |

This extension is needed to allow UT more time to link the new software, SUPER (System for University Planning, Evaluation and Reporting) with existing University functions. UTIA is undergoing a reorganization of its former IT department which will result in a reduction of force.

16) Name & Address of Contractor's Current Principal Owner(s) :
(not required if proposed contractor is a state education institution)

Chris O'Neal, Steve Hicks, Ken Lowry, Kelly Falter , Cadre5, LLC, 9041 Executive Park Drive, Building 500, Knoxville, TN 37923

17) Documentation of Office for Information Resources Endorsement : N/A
(required only if the subject service involves information technology)

18) Documentation of Department of Personnel Endorsement : N/A
(required only if the subject service involves training for state employees)

19) Documentation of State Architect Endorsement : N/A
(required only if the subject service involves construction or real property related services)

20) Description of Procuring Agency Efforts to Identify Reasonable, Competitive, Procurement Alternatives :

The original RFP was sent to 21 companies with two submitting bids. The Cadre5 proposal best met UT needs.

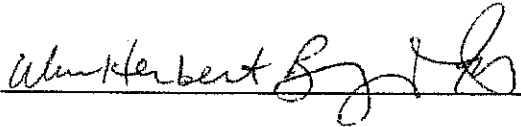
21) Justification for the Proposed Non-Competitive Amendment :

The vendor, Cadre5 has already completed most of the software development.

REQUESTING AGENCY HEAD SIGNATURE & DATE :

(must be signed & dated by the ACTUAL procuring agency head as detailed on the Signature Certification on file with OCR— signature by an authorized signatory will be accepted only in documented exigent circumstances)

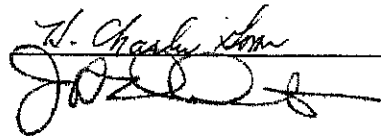
DEPARTMENT HEAD:



DATE:

5 December 2006

BUDGET ENTITY HEAD:



DATE:

12/6/06
12/6/06

SYSTEM APPROVAL:

DATE:

THE UNIVERSITY OF TENNESSEE

Page 1 of 2

Purchasing Department
5723 Middlebrook Pike
Knoxville, TN 37921

Ship To:

Extension Evaluation & Staff Dev
2621 MORGAN CR RM 212D
KNOXVILLE, TN 37996-4509

Purchase Order

Vendor Address

Vendor No. 1069618
CADRES LLC
9041 EXECUTIVE PARK DRIVE
PO Box 32566
KNOXVILLE TN 37930-2566

Information

Date: 12/21/2006
PO Number: 4500017950
Payment Terms: Within 30 days Due net
Delivery Date:
F.O.B. U.I. Destination
Buyer: Morris Wilson
Phone: 865-974-3102
Fax: 865-974-2973
Collective Number: 10018749

Bill To:

Extension Evaluation & Staff Dev
2621 MORGAN CR RM 212D
KNOXVILLE, TN 37996-4509

15118

| Item | QTY | UM | Material/Description | Price Per Unit | Net Amount |
|-------|-----|-----|---|----------------|------------|
| | | | This is Amendment Number 4 Change Period to read: 5/16/05 - 12/31/07 Reason: Additional time required to link the software with existing University functions per email of 12/19/06 | | |
| 00001 | 1 | EA | Custom Extension Reporting System per previously submitted documents and approved specifications outlined in the e-mail dated 4/27/05. Period: Start date 5/16/2005 End date 10/31/2006 | 375,000.00 | 375,000.00 |
| 00002 | 1 | EA | Add the attached (8) pages of changes in the project scope | 69,662.00 | 69,662.00 |
| 00003 | 1 | LOT | Upgrade of the Extension Reporting | 150,000.00 | 150,000.00 |

This order is issued subject to the terms and conditions stated or referenced hereon and those contained in any referenced RFQ

Signature _____

THE UNIVERSITY OF TENNESSEE

Page 2 of 2

Purchasing Department
5723 Middlebrook Pike
Knoxville, TN 37921

Ship To:

Extension Evaluation & Staff Dev
2621 MORGAN CR RM 212D
KNOXVILLE, TN 37996-4509

Purchase Order

Vendor Address

Vendor No. 1069618
CADRES LLC
9041 EXECUTIVE PARK DRIVE
PO Box 32566
KNOXVILLE TN 37930-2566

Information

Date: 12/21/2006
PO Number: 4500017950
Payment Terms: Within 30 days Due net
Delivery Date:
F.O.B. U T. Destination
Buyer: Morris Wilson
Phone: 865-974-3102
Fax: 865-974-2973
Collective Number: 10018749

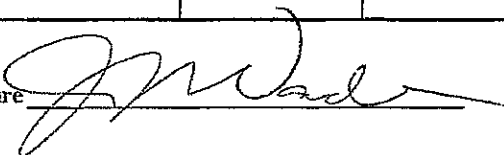
Bill To:

Extension Evaluation & Staff Dev
2621 MORGAN CR RM 212D
KNOXVILLE, TN 37996-4509

| Item | QTY | UM | Material/Description | Price Per Unit | Net Amount |
|------|-----|----|---|----------------|------------|
| | | | System (SUPER, System for University Planning, Evaluation and Reporting) with the University's maximum liability beginning July 1, 2006 through January 31, 2007 being \$150,000. This covers the estimate of \$129,695 and provides a contingency of \$20,000, per the attached three (3) pages. | | |
| | | | Total Net Amount without Tax USD | | ===== |
| | | | | | 594,662.00 |
| | | | The University of Tennessee conforms to all applicable rules, regulations and relevant orders of the Secretary of Labor. Affirmative action clauses and supporting regulations are incorporated by reference. 41 C.F.R. 60:1.4 sections 60-250.22, 60-741.22 and C.F.R. 61-250.10. | | |

This order is issued subject to the terms and conditions stated or referenced hereon and those contained in any referenced RFQ

Signature



From: Davis, Sylvia Shannon [mailto:sylvia.davis@tennessee.edu]
Sent: Monday, February 19, 2007 7:20 AM
To: Leni Chick; McNeil, Diane G
Subject: RE: Cadre5 amendment

Leni,

In this particular case, the purchase order represents the contractual amendment. Because the service was originally bid and the RFP documents were incorporated into the initial purchase order, those documents comprised the original contractual agreement. All amendments since then have been handled through additional purchase orders. Because the amendment currently before the committee for consideration is a "no additional cost" time extension, there was no need to have any other supporting documents to the PO as were needed with the prior changes.

Thanks for your help,
Sylvia